



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|--------------------------|--------------|--------------|--------------|
| CHIEF GAME WARDEN | 40 | A | 1.707 |
| STAFF GAME WARDEN | 38 | B | 1.735 |

SERIES CONCEPT

The Chief Game Warden and Staff Game Wardens research, analyze, plan and develop legislative proposals, wildlife and boating law enforcement policies and regulations, training programs, grant proposals and budgets, and long and short-range goals and objectives for the Law Enforcement Bureau, in order to preserve and protect the State's wildlife and promote the safety of persons and property involved in the use of vessels on the waters of the State.

Develop, analyze and evaluate legislative proposals related to wildlife and boating laws; draft amendments, prepare impact statements and testify before legislative committees as requested; ensure that proposals are consistent with the Division's mission and long-range goals; represent the Division at public meetings and explain proposed legislation.

Develop Statewide wildlife and boating safety regulations in accordance with other applicable State and federal laws and procedural requirements; direct the development of Division policies related to the use of deadly force, emergency pursuits, firearms training and other law enforcement issues in compliance with existing law and sound law enforcement practices.

Assess, develop and evaluate training programs in areas such as defensive tactics, firearms use, constitutional law, search and seizure, investigative procedures, use of specialized equipment, swift water rescue, first aid, sonar search and use of deadly force; research available training courses and literature and ensure that training meets established standards for law enforcement officers.

Develop, plan, organize, coordinate and evaluate Statewide programs related to boating law enforcement, poaching, special licenses and permits and other areas; develop and modify policies and procedures; analyze financial and statistical program data to assess needs, identify trends, and evaluate program effectiveness; develop news releases and direct public relations efforts.

Participate in the development of program, annual and biennial budgets; assess and prioritize Bureau needs; analyze financial and statistical data; review and approve expenditures consistent with program goals; prepare recommendations and justifications for adjustments; research and develop alternate funding sources; solicit donations; prepare grant proposals and administer grants, ensuring compliance with grant provisions and reporting requirements.

Direct and participate in developing long and short-range goals and objectives for the Bureau consistent with the agency mission; direct the development and implementation of annual work programs; coordinate efforts and activities with other bureaus.

Provide technical expertise and interpretations of wildlife and boating laws and regulations to Division personnel, public boards, other agencies and the public; draft correspondence for public officials; direct and coordinate law enforcement related activities throughout the State; testify before the Wildlife Board of Commissioners and as an expert witness in court; participate in inter-agency meetings and maintain cooperative working relationships with Nevada law enforcement and resource agencies and those in other states and countries.

Perform related duties as assigned.

CLASS CONCEPTS

Chief Game Warden: This position is responsible for directing and coordinating all aspects of the Law Enforcement Bureau including the enforcement of boating safety regulations and wildlife protection laws, budget administration, and development of policies, goals, objectives, proposed legislation, and funding sources. The Chief Game Warden supervises, evaluates performance, and ensures proper training of assigned personnel; monitors and directs operation of the radio communications system; and directs internal investigations, special field operations and complex investigations.

Staff Game Warden: Positions in this class work under the general direction of the Chief Game Warden in developing policies and coordinating activities related to major Statewide programs such as Operation Game Thief, the issuance of special licenses and permits, the enforcement of wildlife and boating laws and regulations, or training of law enforcement personnel. Incumbents in this class supervise personnel assigned to special operations and investigations, and oversee clerical and communications personnel involved in assigned program areas.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS FOR ALL POSITIONS IN THIS SERIES:

- * Pursuant to NRS 284.4066, all positions in this class series have been identified as affecting public safety. Persons offered employment in this series must first submit to a pre-employment screening test for controlled substances.
- * Applicants must meet Peace Officers Training & Standards (POST) requirements as established in the Nevada Revised Statutes and Nevada Administrative Code.
- * Candidates must successfully pass a background investigation prior to being considered for appointment.

CHIEF GAME WARDEN

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in wildlife management, biology or closely related field and five years of progressively responsible professional experience in the enforcement of wildlife and boating safety laws and regulations, including at least two years of supervisory experience developing proposals and recommendations, budget administration, supervision of staff, and program planning; **OR** two years as a Staff Game Warden or three years as a Game Warden III in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: coordination of statewide law enforcement programs related to wildlife and boating safety. **Ability to:** develop short and long-range goals and objectives for the Bureau consistent with the Division mission; direct the training program for the State's wildlife and boating law enforcement officers; represent the agency before legislative bodies, community organizations and other groups; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: principles of personnel management; budget preparation and administration; State legislative processes; and State purchasing policies and procedures. **Working knowledge of:** management principles and practices. **Ability to:** direct and coordinate Statewide programs and efforts of the Law Enforcement Bureau; plan, organize and direct the development of wildlife and boating law enforcement programs and activities.

MINIMUM QUALIFICATIONS (cont'd)

STAFF GAME WARDEN

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in wildlife management, biology or closely related field and four years of professional experience in the enforcement of wildlife and boating safety laws and regulations; **OR** one year as a Game Warden III in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at the time of application):

Detailed knowledge of: proper use and maintenance of firearms and other equipment utilized in law enforcement. **Working knowledge of:** criminal and civil due process, investigative procedures, and case law applicable to interstate wildlife investigations, license fraud, and boat theft and accidents; federal and State laws and regulations affecting the operation of boats, protection of wildlife, and protection of the environment; principles of wildlife management, ecology and resource protection. **General knowledge of:** common Nevada wildlife species; management principles sufficient to direct the development of policies, procedures, goals, objectives, and long and short-range plans; budget preparation and administration. **Ability to:** research, understand and interpret documents, laws, technical papers, manuals and scientific journals; compose business correspondence, technical reports, proposals, policies and procedures, manuals, news releases, and other materials; analyze financial and statistical data; communicate effectively both orally and in writing; make verbal presentations to organizations, legislative bodies and the public; interpret laws, regulations, rules, policies and procedures; coordinate and direct Statewide law enforcement and support activities; establish and maintain cooperative and effective working relationships with other law enforcement and resource agencies, prosecutors, the public and others; direct and coordinate search, rescue and recovery operations; supervise staff involved in special investigations and operations; develop and coordinate program activities and utilize personnel, equipment and financial resources effectively.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: applicable Nevada Revised Statutes, Nevada Administrative Codes, Board of Wildlife Commissioners policies and procedures, Division policies and procedures, and federal regulations related to wildlife and boating law enforcement; Division mission, goals and objectives; principles of law enforcement training. **Working knowledge of:** Nevada State budgeting, purchasing and personnel management policies and procedures; Division financial and statistical record keeping methods; operation of microcomputers and word processing, spreadsheet and database management software; grant preparation and administration; State legislative processes; public speaking and public relations techniques; budget preparation and administration. **Ability to:** interpret proposed and existing laws and regulations; direct and coordinate fund raising efforts; recruit and motivate volunteers; plan, prepare and host State and national meetings, conferences and training.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

| | <u>1.707</u> | <u>1.735</u> |
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| REVISED: | 8/6/87-3 | |
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